

UNITED STATES GOVERNMENT

Memorandum

TO : Executive Assistant to the
Director of Training

DATE: 30 January 1970

FROM : Chief, Language School

SUBJECT: Weekly Activities Report

1. Eleven contract instructors in the Language School will be honored at a ceremony at which they will be awarded a Certificate of Service. Three instructors have served more than fifteen years with the Agency (one almost twenty) and eight have served more than ten years. It is planned to hold this ceremony as a part of the LS All-Hands meeting on 4 February. ✓

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2. [REDACTED] of the CA Staff looked at our "recording studio" this week as a possible site for a radio broadcast course in March and May. I believe we can physically accomodate him but advised him to check with OS before his plans are jelled to ensure that the people he intends to train are cleared for access to Agency buildings. He agreed to do this.

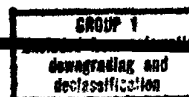
3. The German Department reports that its enrollments have changed from consisting of mostly part-time students to being mostly full-time students. As of mid-February the Department will have 4 full-time classes and only one part-time class. In addition, Swedish training has increased markedly; and again, the students are full-timers (a class of 4 will begin on 2 March). We hope that the change to full-time training in the Department is a sign of a general trend to put students in full-time rather than part-time training. ✓

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4. The Language School had agreed last summer with FE Division to pick up [REDACTED] as a language instructor. This was done with the understanding that FE would handle medical and security clearances and all other arrangements necessary before the Language School picked him up. We were assured by FE last week that all the required steps had been taken and we held a preliminary interview with the young man last Friday before bringing him on board. As a result of the interview and our request that he supply some additional biographic data we discovered that he had a B-2 visa which does not permit him to work in this country. We turned the problem back to FE Personnel stating that we wanted nothing more to do with the case until the man's ability to work in this country was resolved. If the visa problem is straightened out and he can be employed we would be happy to employ him. His qualifications to teach Lao appeared quite good.



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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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5. It now appears that only 30 students of the original 60 will still be enrolled for the second semester of the BAHLT Program with a possibility that three more students will join the classes for the first time. The loss of students has been fairly evenly distributed among the six classes. This will serve to reduce the size of each class to a more manageable level and allow the instructor to give more time to each individual student. Most of the loss has been due to withdrawals throughout the semester. So far only six of those who have completed the first semester have indicated that they will be unable to continue. ✓

6. One of the BAHLT German students who completed the first semester and is unable to go on, was given a proficiency test this week. She scored S+ in Reading, E in Pronunciation, S+ in Speaking, and E in Understanding. We were extremely gratified by the results, since this was accomplished in less than 100 hours of instruction. This student has a superior aptitude and should be considered the exception rather than the rule, but it does point up what can be accomplished on such a limited basis as the BAHLT Program.

7. The Chinese Department has completed the scripts for the comprehension tapes to go with ADVANCED CONVERSATIONAL CHINESE, the third book used in our Basic Chinese Course. We have also just received the basic set of tapes for these lessons. The comprehension tapes will be made next week and each one attached to the master tape of the basic lesson it goes with. This will be done in time for the ongoing Chinese class to have complete tapes to use with this text.

8. Attached is a set of unclassified practical problems which we have developed to give our operations officer students an opportunity to practice some of their skills in a foreign language.

9. Personnel Notes

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a. [REDACTED], our proposed DC/Romance Languages Dept., checked in on Monday, 26 January, with a provisional clearance and is being housed in the unclassified area of [REDACTED] office.

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b. [REDACTED] a new Laotian instructor, reported for duty on Monday, 26 January.

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10. Language School Statistics

Students and Classes as of 30 January 1970:

Students

Classes

Full-time - 92

Full-time - 34

Part-time - 121 (31 BAHLT)
(43 Hqs.)

Part-time - 48 (6 BAHLT)
(11 Hqs.)

Laboratory Hours for the week 19 - 23 January

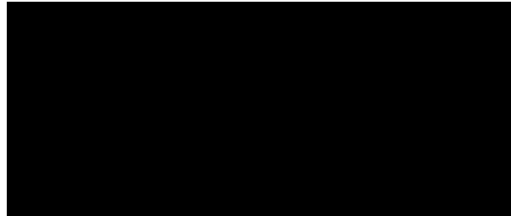
Headquarters - 66 hours

Language School - 445 hours

Thirty-two language proficiency tests were administered during the week 19 - 23 January.

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Attachment



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ATTACHMENT